

New Jersey
Immunization Information System
(NJIIS)

H1N1 Vaccine System
(H1N1)

Adding Patient
Vaccination Records

H1N1 Vaccination Training Manual
for Users

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Introduction

New Jersey Immunization Information System (NJIS) is a confidential, population-based, computerized information system that collects vaccination data. The NJIS allows users to obtain a complete and accurate immunization history for a new or continuing patient, produce immunization records, reduce paperwork, manage vaccine inventories and introduce new vaccines.

The NJIS has a new module for the 2009 H1N1 Vaccine Program called the “**H1N1 Vaccine System**”. The providers will use this new module to account for H1N1 vaccine administered to individuals, to order vaccine and to monitor H1N1 vaccine inventory.

A new feature of the NJIS is the introduction of the H1N1 Vaccine System. This manual explains the steps required to log-in to the NJISS, order H1N1 vaccine, monitor vaccine inventory and document H1N1 vaccination.

The H1N1 Vaccine System

The H1N1 Vaccine System is a module developed for the 2009 H1N1 Vaccine Program. Users will use this module to track H1N1 vaccine doses and inventory, order vaccine and record patient vaccination.

To get to the H1N1 Vaccine System homepage, go to
<http://njiis.nj.gov/njiis/jsp/h1n1home.jsp>

New Jersey Immunization Information System

H1N1 Vaccine System

Provider Site Registration
User Registration
Provider Site Review
Vaccine Order
Record Patient Vaccination
VAERS Submission
Forms & Documents
Related Links

BULLETIN BOARD

Welcome to the H1N1 Vaccine System.

Provider site registration is open beginning September 17 to September 25, 2009. To register as an H1N1 provider site please click on Provider Site Registration. You will receive further details about your application status prior to the release of the H1N1 vaccine.

For more details on H1N1 visit
<http://nj.gov/health/flu/h1n1.shtml>

Sometimes it's obvious when kids need washing...
www.nj.gov/health/flu

Cover it!
www.cdc.gov/h1n1flu

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Figure 1: H1N1 Vaccine System Home Page

Log in to the NJIIS H1N1 Vaccine Module

To begin the H1N1 Vaccine System module, all users must login.

To log-in to the system:

1. Click the **“Record Patient Vaccination”** link on left navigation bar from **“H1N1 Vaccine System”** home-page and the system will display the login screen.

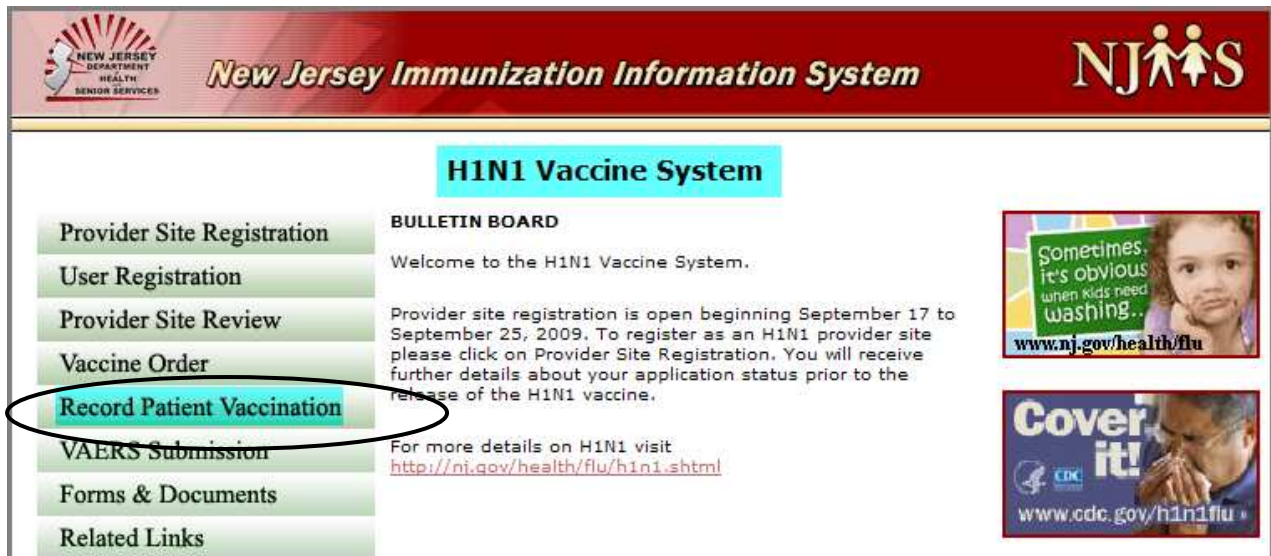


Figure 2: Record Patient Vaccination Link

2. Type your H1N1 Username and Password in the “**Record Patient Vaccination**” screen.

NOTE: If you are first time user, you must use your default password. Your default password was E-mailed to you when you registered to become a user. The system will prompt you to change your password. If you forget your password you will need to enter your E-mail address and the answer to your security question to reset your password (see Figure 4).



Figure 3: H1N1 Record Patient Vaccination Login Page

3. All first-time users must complete the “**Change Password**” screen. You must complete ALL fields. Click on the “**Login**” button to proceed.

NOTE: If you forgot your password, click on the “**Forgot Password**” button on the bottom of the screen.

New Jersey Immunization Information System

Change Password

Your password has expired. Please, change your password!

User Name : HNUKT

*New Password :

*Confirm Password :

*Email :

*Security Question :

*Security Answer :

*Required Field

SAVE **RESET**

The new password must be 6-15 characters in length with at least one number or special character. The password is CASE SENSITIVE.

Figure 4: H1N1 Change Password Page

4. To change password, complete all fields in the “**Change Password**” screen. Then Click the **SAVE** button.

NOTE: Your password must be 6-15 characters with at least ONE number or special character. The password is case sensitive.

Adding H1N1 Vaccination Record for a Patient

Data entry users should use the “**Search for Patient**” application to determine whether a patient account already exists in the NJIIS.

Using the “**Search for Patient**” screen, users can locate individuals with demographic information or other identifying data.

If a patient is not in the NJIIS and new account must be created. Conversely, if a patient account is in the NJIIS, record of the H1N1 vaccination should be documented

The next pages explain how to search the NJIIS to find patient records and how to create a new patient account.

New Jersey Immunization Information System

Provider: ATLANTIC CPIP
NPI: PIN: 101

Search for Patient

☒ **Last Name, First Name, Birth Date & Sex**

Last Name: kleyman First Name: zina Birth Date(mm/dd/yyyy): 02/02/2002 Sex: FEMALE

☐ **One of the ID Fields:**

Registry ID: Patient ID: Home/Cell Phone: () -

☐ **Guardian Name:**

Last Name: First Name:

SEARCH **RESET**

Figure 5: H1N1 Search for Patient screen

To find a patient, there are three search criteria to choose from:

1. **Personal Info** - Last name, First name, Birth Date (mm/dd/yyyy) and Sex (user must enter **ALL** fields) **or**
2. **Identifiers** - Registry ID, Patient ID or Home/Cell Phone Number (user must enter **only ONE**) **or**
3. **Guardian Name** - Guardian's Last Name and First Name (user must enter **BOTH**).

New Jersey Immunization Information System

Provider: ATLANTIC CPIP
NPI: PIN: 101

Search for Patient

☒ **Last Name, First Name, Birth Date & Sex**

Last Name: kleyman First Name: zina Birth Date(mm/dd/yyyy): 02/02/2002 Sex: FEMALE

☐ **One of the ID Fields:**

Registry ID: Patient ID: Home/Cell Phone: () -

☐ **Guardian Name:**

Last Name: First Name:

SEARCH **RESET**

Figure 6. Search for Patient

Possible Matches Limited to Birth Year

If the user searches based on Name Search, and there **are one or more matching records** found, the system will display the “**Possible Matches**” (limited to Birth Year) page to verify if this is the desired patient. This screen contains key information about the patient (like Registry ID, Patient Name, Guardian Name, Alias Name, Birth Date, Sex), whose record matches the search criteria.

If the system produces many matches from the search, it is possible to sort the matches to better determine if an individual is your patient. To sort your search using **Birth Date**, click on the **Birth Date** header. This will display, in chronological order, all patients who match the search criteria.

Users may also put the cursor over to **Registry ID number**, to display the patient’s address. This is another method to identify the correct patient.

If the patient to receive H1N1 vaccination is displayed on the screen, a user may select the patient by clicking on the Registry ID link. This will take the user to the “**Add H1N1 Vaccination**” documentation screen (see Figure 11 above).

New Jersey Immunization Information System

Provider: ATLANTIC CPIP
NPI:

Search for Patient

Personal Info » Identifiers » Guardian Name » Siblings » Change Search Preference »

Last Name: kleyman First Name: zina Birth Date(mm/dd/yyyy): 02/02/2002 Sex: FEMALE

Possible Matches Limited to Birth Year

To work with a patient in the Registry select the row.

Registry ID	Patient Name	Guardian Name	Alias Name	Birth Date	Sex
1507364	KLEYMAN ZINA	KLEYMAN LISA		02/02/2002	FEMALE

345 STAR STREET
APT 2-F
EDISON, NJ 08657

ADD PATIENT **RESET**

Figure 7: H1N1 Possible Matches screen

Adding H1N1 Vaccination for an Existing NJIS Patient

1. Click on the hyperlinked **Registry ID number** from “Possible Matches” screen for existing patient.
2. Verify that the name and date of birth are the same as the person receiving the H1N1 vaccination. If it is the same individual, click “Add Patient” button at the bottom of the screen.

New Jersey Immunization Information System

Provider: ATLANTIC CPIP
NPI:

Search for Patient

Personal Info » Identifiers » Guardian Name » Siblings » Change Search Preference »

Last Name: kleyman First Name: zina Birth Date(mm/dd/yyyy): 02/02/2002 Sex: FEMALE

Possible Matches Limited to Birth Year

To work with a patient in the Registry select the row.

Registry ID	Patient Name	Guardian Name	Alias Name	Birth Date	Sex
1507364	KLEYMAN ZINA	KLEYMAN LISA		02/02/2002	FEMALE

345 STAR STREET
APT 2-F
EDISON, NJ 08657

ADD PATIENT **RESET**

Figure 8. Search for Patient with Matches

After the user verifies that the individual is the same, the next screen will prompt for H1N1 Vaccination data. The “**Add H1N1 Vaccination**” screen, displays the demographic information.

NOTE: The demographic information that is listed in light gray cannot be edited from this screen. Only if the patient’s address or phone number has changed would you need to edit their demographic information. To edit patient demographic information:

1. Click on “**Edit Patient**” button.
2. Edit patient demographic for existing patient.
3. Click “**SAVE**” button at the bottom of the screen to save changes.

New Jersey Immunization Information System

Patient Information

Last Name: KLEYMAN First Name: ZINA Middle Name:

Birth Date: 02/02/2002 Age: 7 yr(s) 7 month(s) Sex: F

Registry ID: 1507364 Primary Provider: ATLANTIC CPIP

Patient ID: Current Provider: ATLANTIC CPIP

Responsible Party

* Relationship: MOTHER * First Name: LISA * Last Name: KLEYMAN

Address

* Address 1: 345 star street Address 2: apt 2-d

* City: EDISON * State: NJ * Zip: 08657

* County: MIDDLESEX * Municipality: EDISON TOWNSHIP

Home/Cell Phone: (732) 123 - 4123

H1N1 Vaccination

Vaccine ID	* Vaccination Date	Inj. Site or Method	* Lot #	Provider
Novel H1N1	09/21/2009	LEFT ARM	123456	ATLANTIC CPIP
Novel H1N1	Today			ATLANTIC CPIP

* Required Field

SAVE EDIT PATIENT SCHEDULE RESET RETURN

Figure 9: Add H1N1 Vaccination screen for Existing Patient

Entering H1N1 Vaccination Data for a Patient

Once the correct patient has been selected, enter H1N1 vaccination information on the “**Patient Information**” screen

1. Enter the date of H1N1 vaccination. On the “**Vaccination Date**” column, “**Today**” is a hyperlink to insert the current date in this field which will make data entry faster. The user must fill out the required information (indicated by the **red asterisk ***). If users are not entering data on the same day as the vaccination, the date must be entered as mm/dd/yyyy.
2. Enter the Injection Site (left arm, right arm, etc.)
3. Select the Lot # of the vaccine.
4. After completing the H1N1 vaccination information section, click the “**Save**” button.

New Jersey Immunization Information System

Patient Information

Last Name: KLEYMAN First Name: ZINA Middle Name:
Birth Date: 02/02/2002 Age: 7 yr(s) 7 month(s) Sex: F
Registry ID: 1507364 Primary Provider: ATLANTIC CPIP
Patient ID: Current Provider: ATLANTIC CPIP

Responsible Party

* Relationship: MOTHER * First Name: LISA * Last Name: KLEYMAN

Address

* Address 1: 345 STAR STREET Address 2: APT 2-F
* City: EDISON * State: NJ * Zip: 08657
* County: MIDDLESEX * Municipality: EDISON TOWNSHIP
Home/Cell Phone: (732) 123 - 4123

H1N1 Vaccination

Vaccine ID	* Vaccination Date	Inj. Site or Method	* Lot #	Provider
Novel H1N1	07/10/2009 Today	LEFT ARM	NOVELH1N1LOT1	ATLANTIC CPIP
Novel H1N1	<input type="text"/>	<input type="text"/>	<input type="text"/>	ATLANTIC CPIP

* Required Field

SAVE **EDIT PATIENT** **SCHEDULE** **RESET** **RETURN**

Figure 10: Add H1N1 Vaccination screen for “Edit Patient”

To view a list of all vaccinations received by the patient, users may access click on the **“Schedule”** button. The H1N1 vaccine is included in the list of vaccinations. In instances where the H1N1 vaccine is a two-series vaccination, this screen tracks the date of the first and second vaccination (See Figure 15 below).

Current Provider: ATLANTIC CPIP **User Type:** GENERAL USER

Patient Information CLOSE X

Registry ID: 1507364 Primary Provider: ATLANTIC CPIP
 Last Name: KLEYMAN First Name: ZINA Middle Name: Suffix:
 Birth Date: 02/02/2002 Age: 7 yr(s) 7 month(s) Sex: FEMALE
 Insurance Type: UNKNOWN Insurance Name: Current VFC Eligibility: Not Available
 School: Unknown Statewide Student ID(SID):

Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
Hep B	09/25/2009 Hep B				
DTP					
HIB					
Polio	09/25/2009 IPV				
PCV					
MMR	09/25/2009 MMR				
Var	09/25/2009 Var				
Hep A	09/25/2009 Hep A				
Rotavirus					
Meningo	02/02/2013 Meningo Conj				
H1N1 Flu	07/10/2009 Novel H1N1 Dose Given	09/25/2009 Novel H1N1 Due Dose			
			Future Dose		

FULL SCHEDULE EDIT HELP

Figure 11: Schedule screen

The **“Schedule”** screen shows all vaccinations that have been given to this individual, as well as those that are currently due to be given.

The **“Edit”** button takes the user back to the “Patient Information” data entry screen.

Adding H1N1 Vaccination for a New Patient who is not in the NJIIS

When searching for a patient, using “**Name Search**” and the system finds ***no matching records***, the system displays the “***No Matching Patient Found***” screen, shown below.

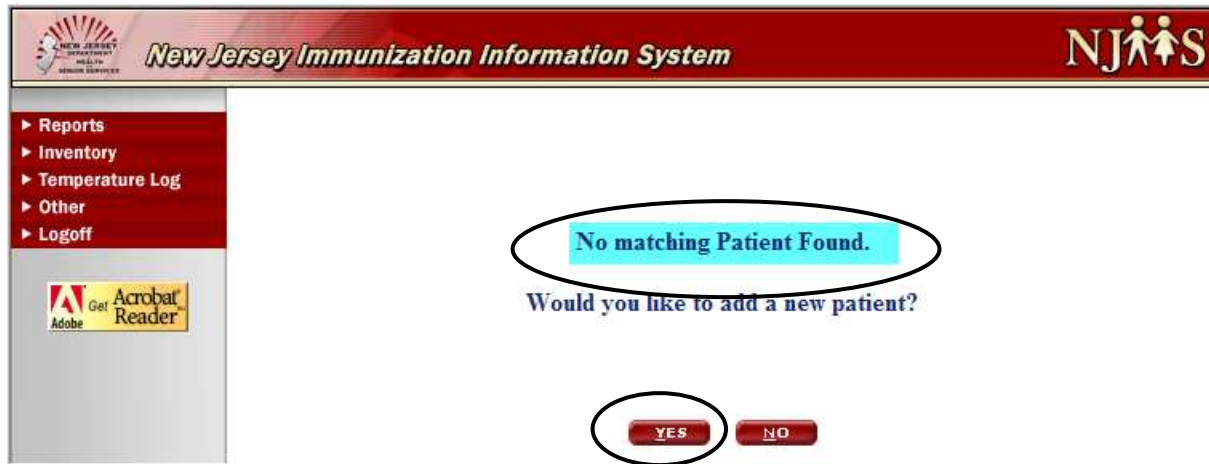


Figure 12: No Matching Patient Found screen

To add a new patient to the NJIIS:

1. Click “**Yes**” to add new patient (see Figure 16 above).
2. Enter data for all fields marked with a **red asterisk (*)**. These are required fields. Users may not proceed until all required fields are completed.
NOTE: Home and cell phone number can be used as a search agent to locate patient if no other information is available. Please enter this information when available.
3. Click the “**SAVE**” button found at the bottom of the screen.

When all information is completed, click the **SAVE** button at the bottom of the screen.

New Jersey Immunization Information System

Patient Information

Last Name: **RAI** First Name: **ASH** Middle Name:

Birth Date: **01/01/2001** Age: **8 yr(s) 8 month(s)** Sex: **F**

Registry ID: Primary Provider: ATLANTIC CPIP

Patient ID: Current Provider: ATLANTIC CPIP

Responsible Party

* Relationship: * First Name: * Last Name:

Address

* Address 1: Address 2:

* City: * State: **NJ** * Zip:

* County: * Municipality:

Home/Cell Phone: () -

H1N1 Vaccination

Vaccine ID	* Vaccination Date	Inj. Site or Method	* Lot #	Provider
Novel H1N1	Today			ATLANTIC CPIP
Novel H1N1	Today			ATLANTIC CPIP

* Required Field

SAVE **RESET** **RETURN**

Figure 13: Add H1N1 Vaccination screen for new patient

Add H1N1 Vaccination (NJIS user AND H1N1 provider)

This portion of the manual is for current NJIS users who are also H1N1 providers.

If a user is an existing NJIS User, but is a Provider for H1N1 vaccine (and not a NJIS Provider), **only H1N1** vaccine will appear on their list in the Add Inventory screen.



Figure 14: Add H1N1 Inventory (NJIS User / H1N1 Provider)

When the NJIS/H1N1 provider enters the vaccination information for patients, **ONLY H1N1** vaccine will display in the Vaccine ID drop down list on the “**Add New Immunization**” page in NJIS data entry screen.

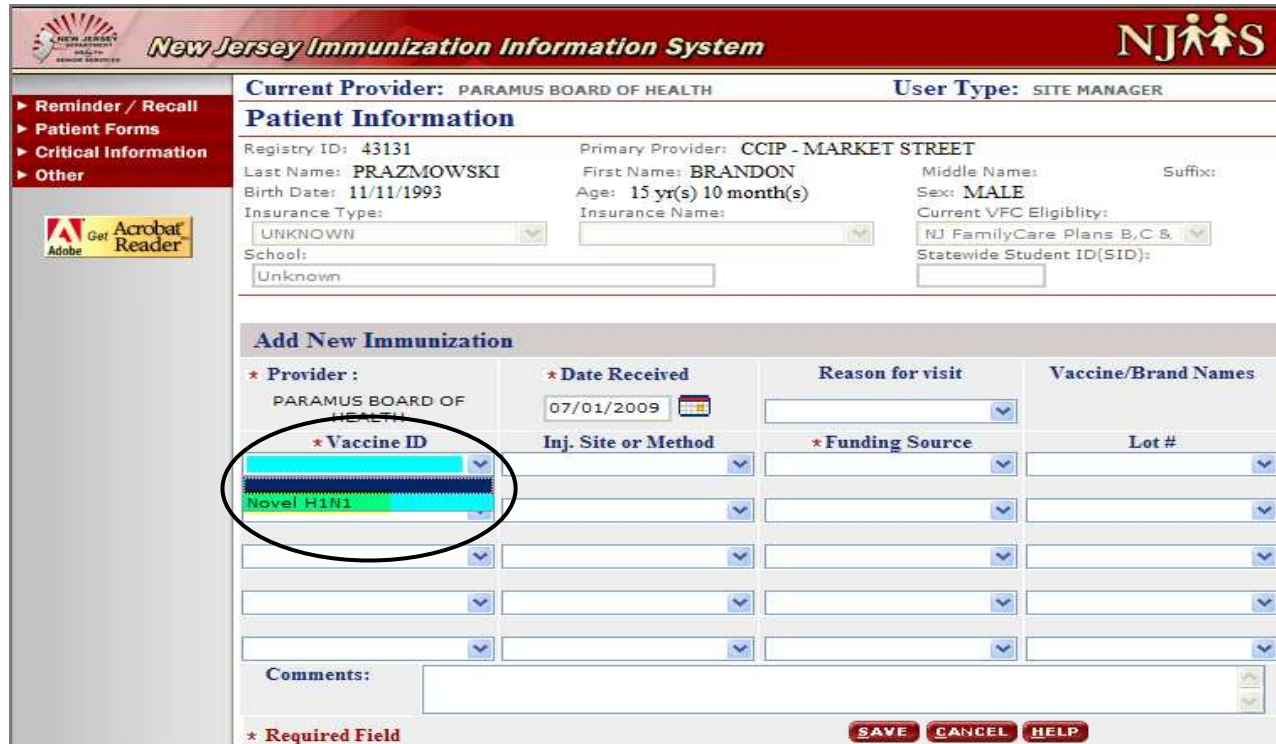


Figure 15: Add H1N1 Vaccination (NJIS User / H1N1 Provider)

Add H1N1 Vaccination (NJIS User / H1N1 and NJIS Provider)

If the user is an **existing NJIS** user performing data entry for a **NJIS and H1N1 provider**, the inventory list will include all vaccines **including H1N1** in drop down.

New Jersey Immunization Information System

Add Inventory

Provider: CAREFIRST

Vaccine ID: **Novel H1N1**

Lot Number:

Date Received:

Doses Received:

Funding Source: FEDERAL - NOT VF

VFC PIN: 18U002

Manufacturer:

Expiration Date:

Default: ☐

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Figure 16: Add H1N1 Inventory (NJIS User / H1N1 + NJIS Provider)

The user will get all vaccines **including H1N1** in the vaccine ID drop down list on “**Add New Immunization**” page in NJIIS data entry screen to record patient vaccination. H1N1 vaccines should be entered ONLY via “**New Immunization**” button, not through “Provider History” button.

New Jersey Immunization Information System

Current Provider: NJIIS User Type: ADMINISTRATOR

Patient Information

Registry ID: 1507364 Primary Provider: ATLANTIC CPIP
 Last Name: KLEYMAN First Name: ZINA Middle Name: Suffix:
 Birth Date: 02/02/2002 Age: 7 yr(s) 7 month(s) Sex: FEMALE
 Insurance Type: UNKNOWN Insurance Name: Current VFC Eligibility:
 School: Unknown Statewide Student ID(SID):

Add New Immunization

* Provider :	* Date Received	Reason for visit	Vaccine/Brand Names
NJIIS			
* Vaccine ID	Inj. Site or Method	* Funding Source	Lot #
IPV			
OPV			
Pneumo Conj			
Pneumo Poly			
Hep A			
Hep A Adult			
Rota			
Rota (2 Dose)			
MMR			
MR			
M			
Mu			
Ru			
MuR			
MMR/Var			
Var			
Flu			
Flu-Adult			
Flu-Mist			
HBIG			
Anthrax			
Hep B Adole			
Hep B Adult			
Lyme			
Meningococcal			
Meningo Conj			
Small Pox			
Hep A/Hep B Adult			
HPV			
Novel H1N1			

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Figure 17: Add H1N1 Vaccination (NJIIS User / H1N1 + NJIIS Provider)

Add H1N1 Vaccination (NJIS User / NJIS Provider)

If the user is an **existing NJIS** user performing data entry for an **existing NJIS provider** who has not been selected as a H1N1 vaccinator site, the H1N1 vaccine will **not** be in the vaccine ID drop down list on “Add New Immunization” page in NJIS data entry screen. Inventory will **not** include H1N1 vaccines in drop down.